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Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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July 31, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**PROBATION DEPARTMENT:
REQUEST TO DELEGATE AUTHORITY TO THE CHIEF PROBATION OFFICER TO
ENTER INTO CONTRACTS WITH COMMUNITY-BASED ORGANIZATIONS FOR
THE PROVISION OF EMPLOYMENT SERVICES FOR HIGH RISK/NEED YOUTH
UNDER THE JUVENILE JUSTICE CRIME PREVENTION ACT
(ALL DISTRICTS – 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and delegate authority to the Chief Probation Officer (Probation) to prepare and execute contracts, after approval as to form by County Counsel, substantially similar to the attached sample contract (Attachment A) with two Community-Based Organizations (CBO) as set forth in Attachment B, for the provision of employment services to high risk/need youth in three service areas for a term commencing September 1, 2007, through June 30, 2008, at an estimated cost of \$220,000 each, fully financed by Juvenile Justice Crime Prevention Act (JJCPA) funding. Funding for these contracts is included in the fiscal year (FY) 2007-08 Adopted Budget.
2. Delegate authority to Probation to approve the addition or replacement of any agency subcontracting with the CBOs and to prepare and execute modifications to each contract that result in any decreases or increases not to exceed 25 percent of the contract amount. The approval of County Counsel and the Chief Executive Office (CEO) will be obtained prior to executing such amendments.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

3. Delegate authority to Probation to prepare and execute modifications to the contracts to extend the term for up to one additional 12-month period and 180 days to the period of performance pursuant to the terms contained in the contracts, for an individual annual contract amount not to exceed \$200,000 each, contingent on continued available funding. The approval of County Counsel and the CEO will be obtained prior to executing such amendments.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

The current contracts for these services expire on October 14, 2007. Board approval of the recommended actions will allow Probation to negotiate, sign, and execute contracts with two CBOs. These contracts will provide employment services that would increase job readiness and job placement/retention with an aim toward increased youth employment that can lead to successful career paths. Successful delivery of employment services would expose participants to pro-social activities and individuals, and proper workplace behavior.

Services will be provided in three of the five geographical areas known as Clusters within Los Angeles County as identified on Attachment B.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the Countywide Strategic Plan, Goal No. 5: Children and Families' Well-Being, as implementation of the recommendation will enable the Probation Department to continue the coordination and collaboration of integrated services for probation youth and their families.

FINANCIAL IMPACT/FINANCING:

The estimated cost for each contract is \$220,000, fully funded by JJCPA funds. Funding for these contracts is included in the FY 2007-08 Adopted Budget. No additional NCC is required to fund the recommended contracts. The contracts include provisions for non-appropriation of funds and budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The scope of work for the contracted services is to provide employment services for probation youths between the ages of 17-18. The services are intended to increase job readiness and job placement/retention with an aim toward increased youth employment that can lead to successful career paths. Successful delivery of employment services will expose a participant to pro-social activities and individuals, and proper workplace behavior.

The standardized contract contains the most recent required provisions including, but not limited to, non-responsibility and debarment, child support compliance, GAIN/GROW, Safely Surrendered Baby Law, and the provisions of paid jury service time for their employees.

These are Non-Prop A contracts. Consequently, there are no departmental employee relations' issues, and they will not result in a reduction of County services.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contracts.

In accordance with the Chief Administrative Office memorandum dated July 19, 2002, the proposed contractor has been instructed to register on WebVen.

Probation will not require contractors to perform services that exceed the Board-approved contract amount, scope of work, and/or contract dates.

County Counsel has approved the standardized contract as to form.

CONTRACTING PROCESS

To solicit for these services, a competitive Request for Proposals (RFP) process was conducted. Probation released a RFP for employment services on December 4, 2006.

Consistent with the RFP process, interested contractors were required to submit a proposal demonstrating their ability to provide the employment services. Approximately 685 letters were sent to community-based organizations; advertisements were placed in the Los Angeles Times, Lynwood Journal, and Eastern Group Publications; the solicitation information and the RFP were also made available through the Internet on both the County of Los Angeles Internal Services Department and the Probation Department websites.

As a result of the solicitation process, 8 copies of the RFP were provided to potential contractors; 39 contractors registered for the Mandatory Proposer's Conference; and 34 participants representing 26 contractors attended the conference. Six proposals were received prior to the 12:00 p.m., Friday, February 9, 2007, deadline.

The six proposals were reviewed using an initial screening "pass/fail" process to determine which proposals would be evaluated. The initial screening was consistent with the Selection Process and Evaluation Criteria set forth in the RFP.

An evaluation committee was formed to evaluate the six proposals that passed the initial screening process. The evaluation committees consisted of Probation Department staff and other Los Angeles County Department staff. Evaluation committee members objectively evaluated the proposals submitted by the following proposers by cluster/area.

Cluster 1, Area 2

Goodwill Southern California; San Gabriel Valley Conservation Corps; and Soledad Enrichment Action, Inc.

Cluster 2, Area 1

Asian American Drug Abuse Program, Inc. and Soledad Enrichment Action, Inc.

Cluster 2, Area 1

Goodwill Southern California

The Evaluation Committee members reviewed the Proposers' qualifications, approaches to required services, and quality control plans and compiled consensus ratings consistent with the Selection Process and Evaluation Criteria as set forth in the RFP. The Proposers that were recommended for contracts received the highest overall scores and were rated the most responsive to Probation Department's needs by the Evaluation Committee.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will enable the Probation Department to continue providing the employment services in the aforementioned service areas.

Respectfully submitted,



DAVID E. JANSSEN
Chief Executive Officer

DEJ:SRH:RDC
RBT:YY:yjf

c: County Counsel

Cluster 1

<u>Recommended Agency</u>	<u>Service Area</u>
Goodwill Southern California	2. San Gabriel Valley/Pomona Area

Cluster 2

<u>Recommended Agency</u>	<u>Service Area</u>
Asian American Drug Abuse Program	1. Inglewood/Florence/Culver City Area

Cluster 5

<u>Recommended Agency</u>	<u>Service Area</u>
Goodwill Southern California	2. Antelope Valley Area